



Executive Service Position Announcement
Executive Administration Assistant 2
Community Relations Officer

Position Description:

The Tennessee Military Department, Tennessee Emergency Management Agency is currently accepting resumes for the position of Executive Administration Assistant 2. The purpose of this position is to serve as the Community Relations Officer (CRO) for the Tennessee Emergency Management Agency (TEMA). This position will support TEMA's outreach mission to educate the public, local and state stakeholders, federal partners, and myriad organizations on the agency's initiatives, programs, and projects. The CRO will support TEMA's External Affairs with mitigation, preparedness, response, and recovery outreach activities, to include social media campaign development, stakeholder communications, video projects, and written materials. As assigned, the CRO will also support the liaison to or represent TEMA as the liaison between TEMA and associations and organizations representing partner and stakeholder groups.

Minimum Salary: \$44,844 annually; \$3,737 month

Individual Requirements:

The individual must be agile and adaptable. This big-picture, forward thinking person must be able to effectively manage processes; both internally and externally. Individual must be an effective communicator who gives clear instructions and establishes program direction. Individual must be organized and be able to build and maintain an organized system for maintaining critical agency files and records.

Essential Job Duties:

- Develop and maintain liaisons with municipalities, county departments, and similar entities to facilitate plan development, response effort coordination, and exchanges of personnel and equipment.
- Must demonstrate ability to establish and maintain sustainable working relationships with individuals, committees and groups.
- Must be available to serve in the State Emergency Operations Center at any time, including days, nights, weekends and holidays, with little to no notice, especially in times of disaster or crisis.
- Must have excellent presentation and writing skills, and the ability to organize, synthesize, and communicate complex ideas into understandable concepts for myriad audiences.

Executive Administrative Assistant 2 cont'd

Minimum Qualifications:

Graduation from an accredited college or university with a bachelor's degree or experience equivalent to 3 (three) years of full-time experience in one or a combination of the following: (1) emergency management work, including but not limited to, response and recovery, planning, programs, operations, preparedness, or mitigation, or (2) support roles within the marketing and outreach functions of an emergency management, crisis communication, public affairs, or related organization.

How to Apply:

Submit your letter of interest, writing sample, and resume detailing your experience in meeting the above requirements for the Executive Administration Assistant 2 – Community Relations Officer position to:

Michael L. Meyers | TEMA Staff Services Coordinator
michael.meyers@tn.gov

Deadline to Apply: May 2, 2018